ARTS ADMINISTRATION INTERN POSITION

Giordano Dance Chicago, now in its 61st season, seeks a vibrant, energetic, and creative college intern with a passion for the performing arts and a desire to work within a fast paced, high-energy environment.

INSTITUTIONAL
Giordano Dance Chicago illuminates beauty and invigorates the world with deep connections. Founded as a 501(c)3 nonprofit in 1963, Giordano Dance Chicago is one of the longest-running jazz dance companies in the world, and occupies a singular position within the local, national and international dance communities. Guided by foundational commitments to equity and access, we embrace Four Core Values of Legacy, Diversity & Inclusion, Community, and Innovation.

Stated simply, Giordano Dance Chicago offers to all the universal and life-affirming experience of witnessing dance that is powerful, passionate, elegant, and celebratory.

POSITION TITLE
College Credit Arts Administration Intern

POSITION DESCRIPTION
This college credit position provides students with an opportunity to learn about and support the everyday operations of a preeminent nonprofit performing arts organization. To meet the student's educational needs, they receive mentorship and feedback from the entire office team, and are directly supervised in specific projects, determined by current organizational needs, that span their time with the company. Daily tasks and skill building will center on general office work which may include CRM data entry and management (in NEON), phone and written communications, preparing material for meetings, archiving and organizing, digital marketing, event planning, working at events to promote merchandise, greet patrons and donors, and assisting the Artistic and Executive Directors on special projects. The college credit Office Internship is unpaid.

POSITION QUALIFICATIONS - EDUCATION
The ideal candidate is a college student majoring in Marketing, Communications, the Performing or Fine Arts, Arts Administration, Public Relations, Business, or any related field, with a strong desire to learn about the inner workings of a not for profit, performing arts organization. The unique skills of each intern are incorporated into the expectations and tasks for their time with the Company. Internship credit must be received from applicant's college or university to apply for this position.

POSITION QUALIFICATIONS - EXPERIENCE
The ideal candidate is detail oriented, flexible and thrives in a dynamic office environment. Solid computer skills including Word, PowerPoint, Outlook and Excel are required and familiarity with Salesforce is preferred. Multitasking with an ability to shift focus and apply creative problem-solving skills are essential. Candidate should also possess excellent verbal and written communication skills and be able to represent Giordano Dance Chicago professionally both inside and outside of the office. Students will receive individualized guidance to build upon these same skills and new ones.

KEY COMPETENCIES and CHARACTERISTICS
Strong computer experience (Microsoft suite); solid organization skills and attention to detail; creative thinker with a sense of adventure and humor; flexible, adaptable, and willing to learn.

TIME FRAME
A minimum of one full semester and/or summer is required with a flexible range of 12-15 hours worked per week.

To apply, please email your resume, cover letter, and writing sample to: info@giordanodance.org
As this is an ongoing program, there is no submission deadline.

Giordano Dance Chicago is an equal opportunity employer. We will not discriminate and will take action to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment for any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.